

HEATHERWOOD MIDDLE SCHOOL

STUDENT HANDBOOK

2026-2027

1419 Trillium Blvd. SE • Mill Creek, WA 98012

Phone: 425-385-6300 | Fax: 425-385-6302

***S.O.A.R** to New Heights*



S = *Safety*

O = *Ownership*

A = *Achievement*

R = *Respect*

ADMINISTRATION

PRINCIPAL

Laura Wellington, Ed.D
lwellington@everettsd.org
425-385-6390

ASSISTANT PRINCIPAL

Jill Berge
jberge@everettsd.org
425-385-6391



EVERETT
PUBLIC SCHOOLS®

MISSION, VISION & VALUES

Growing learners who inspire, achieve, and thrive.



HEATHERWOOD MIDDLE SCHOOL MISSION

The purpose of Heatherwood Middle School is to provide *relevant, rigorous, engaging* learning experiences for our students in a *safe, caring, collaborative* community.

AT HEATHERWOOD, THIS MEANS:



SAFE
learning
environments



CARING
relationships



ENGAGING
learning
experiences



RIGOROUS
academic
expectations



COLLABORATIVE
community
partnerships

OUR SOAR VALUES



S = SAFETY

O = OWNERSHIP

A = ACHIEVEMENT

R = RESPECT

HOW SOAR CONNECTS TO OUR MISSION

SOAR is the way Heatherwood students bring our mission to life each day.

S SAFETY

Creating a secure environment where all students can learn, grow, and thrive.

O OWNERSHIP

Taking responsibility for learning, decisions, and contributions to our school community.

A ACHIEVEMENT

Pursuing rigorous learning and continuous growth through effort and perseverance.

R RESPECT

Building a caring, collaborative community where everyone is valued and supported.

Together, these values support Heatherwood's commitment to providing *relevant, rigorous, engaging* learning experiences in a *safe, caring, collaborative* community.

HOW HEATHERWOOD SUPPORTS THE DISTRICT VISION

EVERETT PUBLIC SCHOOLS INSPIRE • ACHIEVE • THRIVE



INSPIRE
Engaging and
relevant learning
experiences



ACHIEVE
Rigorous
Instruction and
high expectations



THRIVE
A safe, caring,
collaborative
community

DISTRICT MISSION



To inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

DISTRICT VISION

- ✓ Lead and shape the future.
- ✓ Be well-rounded, healthy, and flexible thinkers with a global perspective.
- ✓ Collaborate and access resources effectively.
- ✓ Demonstrate empathy, pride, and advocacy for self, school, and community.
- ✓ Respect the diversity and worth of others.

OUR SHARED VALUES



EQUITY



INTEGRITY



PASSION



LEARNING



RESPECT



DIVERSITY



COLLABORATION

One mission. Shared values. Student success.

Heatherwood Hawks SOAR!

BATHROOM

GO → FLUSH → WASH → LEAVE

S SAFETY

- Keep your hands to yourself
- Give privacy—one person per stall

O ORDER

- Clean up after yourself
- Use passing periods and lunch break for bathroom use

A AWARENESS

- Be aware of time and keep breaks short
- Report problems/issues to an adult

R RESPECT

- Keep phones put away
- Use kind words and actions.

Heatherwood Hawks have heart!

BUS

ENTER → GET → STAY SEATED → EXIT

S SAFETY

- Enter and exit safely
- Remain seated

O ORDER

- Use appropriate language and volume
- Keep your area clean

A AWARENESS

- Follow directions from driver
- Sit in your assigned seat

R RESPECT

- Be considerate of others
- Be welcoming and kind to others

Heatherwood Hawks have heart!

**Cell Phones
Off and Away
for the Day!**

CLASSROOM

BE HERE → BE READY → BE ENGAGED

S SAFETY

- Keep your hands to yourself.
- Use technology appropriately for learning.

O ORDER

- Come prepared with materials.
- Enter the classrooms quietly and ready to learn.

A AWARENESS

- Advocate for yourself.
- Commit to learning by giving your best effort.

R RESPECT

- Use appropriate language and volume.
- Follow rules and be kind to others.

Heatherwood Hawks have heart!

HALLWAY

WALK ON THE RIGHT → EXERCISE PATIENCE → TALK KINDLY

S SAFETY

- Walk on the right.
- Keep your hands to yourself.
- Be mindful of those around you.

O ORDER

- Always carry a pass.
- Use the most direct routes.
- Keep track of time.

A AWARENESS

- Exercise patience.
- Stay focused on your destination.

R RESPECT

- Talk kindly.
- Use appropriate language and volume.
- Respect hallway displays.

Heatherwood Hawks have heart!

LUNCH

ENTER → GET → EAT → CLEAN → EXIT

S SAFETY

- Stay in boundaries.
- Choose indoors or outdoors, and remain there.

O ORDER

- Clean up after yourself and return equipment.
- Manage your time wisely.

A AWARENESS

- Build friendships.
- Help others.

R RESPECT

- Be kind to others.
- Welcome others to join your activities.

Heatherwood Hawks have heart!

TECHNOLOGY

Cell phones away for the day!

S SAFETY

- Safeguard your passwords.
- Use only school-approved sites.

O ORDER

- Charge your device daily.
- Keep your phone off and away.

A AWARENESS

- Use your device appropriately for school purposes.
- Take care of your device like it was your own.

R RESPECT

- Communicate with respect.

Heatherwood Hawks have heart!

Table of Contents

Heatherwood Overview	5
School Bell Schedules.....	6-8
Activity Bus	9
Arrival	9
ASB Student Government.....	9
Assemblies	9
Attendance	9-10
Backpack / BookBags	11
Bicycles.....	11
Bus Loading Area / Student Drop Off	11
Bus Riding Rules	11
Cell Phones	11-12
Counselors.....	12
Discipline	12-13
Dress Code	13-14
Personal Electronic Devices	14
Emergency Contact Information.....	14
Grading / ProgressReports	14
Hall Pass / Hallways	15
Harassment and HIB	15-22
Health Room	23
Homework.....	23
Library.....	23
Lockers.....	23
Lost and Found	23
Lunch Procedures.....	24
Medication at School	24
Plagiarism	24
Prohibited Items	24
Public Displays of Affection.....	25
Searches	25
Snow / Emergency Schedule Changes.....	25
Social Services	26
Sports and Activities	26-27
Student Success Time	28
Substitute Teachers / Staff	28
Technology	28-29
Visitors.....	30
Volunteers	30
Weapons.....	31
Everett Public Schools Student Responsibility & Rights Handbook Link.....	31

Heatherwood Overview

Main Office Support		
Hours of Operation	7:30 am - 3:00 pm	Monday - Friday
Office Manager	Alysia Stauffer astauffer@everettsd.org	425-385-6301
Attendance & Athletics	Courtney Holden HEAAttendance@everettsd.org	425-385-6305
Registrar & Student Records	Stephanie Ortiz Contreras SOrtizContreras@everettsd.org	425-385-6315
General Office Support & Webmaster	Shannon Bates sbates@everettsd.org	425-385-6300
Health Room Attendant	Pam Greene pgreene@everettsd.org	425-385-6306
Website and Fax	https://www.everettsd.org/heatherwoodms	425-385-6302

Counseling Support Center		
6 th Grade Counselor	Jocelyn Smith jsmith1@everettsd.org	425-385-6313
7 th Grade Counselor	Jana Freeman jlerner@everettsd.org	425-385-6310
8 th Grade Counselor	Myra Flor Arpin marpin@everettsd.org	425-385-6314

Other School Supports		
School Psychologist Special Education Services	Gwyneth Boyer gboyer@everettsd.org	425-385-6320
Library	Taylor Calderon tcalderon@everettsd.org	425-385-6309
Security	Kristi Blackmer kblackmer@everettsd.org	425-385-6450
Head Custodian	Evan Wyatt ewyatt@everettsd.org	425-385-6300

Heatherwood Bell Schedules

Regular Schedule

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 9:14	1 st	8:15 – 9:14	1 st	8:15 – 9:14
2 nd	9:18 – 10:14	2 nd	9:18 – 10:14	2 nd	9:18 – 10:14
LUNCH	10:19 – 10:49	3 rd	10:18 – 11:14	3 rd	10:18 – 11:14
3 rd	10:54 – 11:50	LUNCH	11:19 – 11:49	4 th	11:18 – 12:14
4 th	11:54 – 12:50	4 th	11:54 – 12:50	LUNCH	12:19 – 12:49
5 th	12:54 – 1:50	5 th	12:54 – 1:50	5 th	12:54 – 1:50
6 th	1:54 – 2:50	6 th	1:54 – 2:50	6 th	1:54 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

Hawk Time Friday - LIF Schedule

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 8:54	1 st	8:15 – 8:54	1 st	8:15 – 8:54
2 nd	8:58 – 9:37	2 nd	8:58 – 9:37	2 nd	8:58 – 9:37
HAWK TIME	9:37 – 10:06	HAWK TIME	9:37 – 10:06	HAWK TIME	9:37 – 10:06
LUNCH	10:11 – 10:41	3 rd	10:11 – 10:50	3 rd	10:11 – 10:50
3 rd	10:46 – 11:25	LUNCH	10:55 – 11:25	4 th	10:54 – 11:33
4 th	11:30 – 12:09	4 th	11:30 – 12:09	LUNCH	11:38 – 12:08
5 th	12:13 – 12:52	5 th	12:13 – 12:52	5 th	12:13 – 12:52
6 th	12:56 – 1:35	6 th	12:56 – 1:35	6 th	12:56 – 1:35
Buses Depart	1:42	Buses Depart	1:42	Buses Depart	1:42

AM Assembly Schedule A

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 9:01	1 st	8:15 – 9:01	1 st	8:15 – 9:01
Assembly	9:05 – 10:04	Assembly	9:05 – 10:04	Assembly	9:05 – 10:04
2 nd	10:08 – 10:54	2 nd	10:08 – 10:54	2 nd	10:08 – 10:54
LUNCH	10:59 – 11:29	3 rd	10:58 – 11:44	3 rd	10:58 – 11:44
3 rd	11:34 – 12:20	LUNCH	11:49 – 12:19	4 th	11:48 – 12:34
4 th	12:24 – 1:10	4 th	12:24 – 1:10	LUNCH	12:39 – 1:09
5 th	1:14 – 2:00	5 th	1:14 – 2:00	5 th	1:14 – 2:00
6 th	2:04 – 2:50	6 th	2:04 – 2:50	6 th	2:04 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

AM Assembly Schedule B

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 9:01	1 st	8:15 – 9:01	1 st	8:15 – 9:01
2 nd	9:05 – 9:51	2 nd	9:05 – 9:51	2 nd	9:05 – 9:51
ASSEMBLY	9:52 – 10:54	ASSEMBLY	9:52 – 10:54	ASSEMBLY	9:52 – 10:54
LUNCH	10:59 – 11:29	3 rd	10:58 – 11:44	3 rd	10:58 – 11:44
3 rd	11:34 – 12:20	LUNCH	11:49 – 12:19	4 th	11:48 – 12:34
4 th	12:24 – 1:10	4 th	12:24 – 1:10	LUNCH	12:39 – 1:09
5 th	1:14 – 2:00	5 th	1:14 – 2:00	5 th	1:14 – 2:00
6 th	2:04 – 2:50	6 th	2:04 – 2:50	6 th	2:04 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

AM Assembly Schedule/LIF Friday

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 8:49	1 st	8:15 – 8:49	1 st	8:15 – 8:49
2 nd	8:53 – 9:27	2 nd	8:53 – 9:27	2 nd	8:53 – 9:27
Assembly	9:27 – 10:27	Assembly	9:27 – 10:27	Assembly	9:27 – 10:27
LUNCH	10:32 – 11:02	3 rd	10:31 – 11:05	3 rd	10:31 – 11:05
3 rd	11:07 – 11:41	LUNCH	11:10 – 11:40	4 th	11:09 – 11:43
4 th	11:45 – 12:19	4 th	11:45 – 12:19	LUNCH	11:48 – 12:18
5 th	12:23 – 12:57	5 th	12:23 – 12:57	5 th	12:23 – 12:57
6 th	1:01 – 1:35	6 th	1:01 – 1:35	6 th	1:01 – 1:35
Buses Depart	1:35	Buses Depart	1:35	Buses Depart	1:35

PM Assembly Schedule

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 9:01	1 st	8:15 – 9:01	1 st	8:15 – 9:01
2 nd	9:05 – 9:51	2 nd	9:05 – 9:51	2 nd	9:05 – 9:51
LUNCH	9:56 – 10:26	3 rd	9:55 – 10:41	3 rd	9:55 – 10:41
3 rd	10:31 – 11:17	LUNCH	10:46 – 11:16	4 th	10:45 – 11:31
4 th	11:21 – 12:07	4 th	11:21 – 12:07	LUNCH	11:36 – 12:06
5 th	12:11 – 12:57	5 th	12:11 – 12:57	5 th	12:11 – 12:57
6 th	1:01 – 1:50	6 th	1:01 – 1:50	6 th	1:01 – 1:50
Assembly	1:50 – 2:50	Assembly	1:50 – 2:50	Assembly	1:50 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

2-Hour Late Start Schedule

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	10:10	First Bell	10:10	First Bell	10:10
1 st	10:15 – 10:54	1 st	10:15 – 10:54	1 st	10:15 – 10:54
2 nd	10:58 – 11:34	2 nd	10:58 – 11:34	2 nd	10:58 – 11:34
LUNCH	11:39 – 12:09	3 rd	11:38 – 12:14	3 rd	11:38 – 12:14
3 rd	12:14 – 12:50	LUNCH	12:19 – 12:49	4 th	12:18 – 12:54
4 th	12:54 – 1:30	4 th	12:54 – 1:30	LUNCH	12:59 – 1:29
5 th	1:34 – 2:10	5 th	1:34 – 2:10	5 th	1:34 – 2:10
6 th	2:14 – 2:50	6 th	2:14 – 2:50	6 th	2:14 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

2.5 Hour Early Release Schedule

Sixth Grade		Seventh Grade		Eighth Grade	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 st	8:15 – 8:48	1 st	8:15 – 8:48	1 st	8:15 – 8:48
2 nd	8:52 – 9:23	2 nd	8:52 – 9:23	2 nd	8:52 – 9:23
LUNCH	9:28 – 9:58	3 rd	9:27 – 9:58	3 rd	9:27 – 9:58
3 rd	10:03 – 10:34	LUNCH	10:03 – 10:33	4 th	10:02 – 10:33
4 th	10:38 – 11:08	4 th	10:38 – 11:08	LUNCH	10:38 – 11:08
5 th	11:13 – 11:44	5 th	11:13 – 11:44	5 th	11:13 – 11:44
6 th	11:48 – 12:20	6 th	11:48 – 12:20	6 th	11:48 – 12:20
Buses Depart	12:27	Buses Depart	12:27	Buses Depart	12:27

ACTIVITY BUS

An activity bus may be provided for all students involved in school-sponsored activities after school; the activity **bus leaves at 4:15 pm on service days, except for Fridays**, to accommodate our after-school Student Success Time and other after-school activities. The bus follows the same route each day.

Activity bus travel time may vary depending on the number of students riding; travel time can be up to one hour or more. If students leave campus after school, they may not return to ride the activity bus home that day. If students receive a referral on either bus for inappropriate/unsafe behavior, the consequences are the same as those when riding the regular school bus. Please refer to the “Bus Riding Rules” section for details.

ARRIVAL

The school building opens for students at **7:45am**, at which time students will be allowed to enter the foyer. Students entering from the bus area will wait outside until **7:45am**, as there is no supervision on campus before that time. First bell will ring at 8:10am, and 1st period begins at 8:15am.

ASB STUDENT GOVERNMENT

The Associated Study Body (ASB) is the student representative organization at Heatherwood Middle School. The executive board consists of officers elected by the student body to represent our school.

ASB plans and sponsors dances, assemblies, and other activities for our students here at Heatherwood. **ASB cards are sold for a \$15 fee** and students participating in ASB-sponsored sports, music, and clubs are required to purchase a card. Lost or missing ASB cards may be replaced for a \$5 fee.

ASSEMBLIES

Students will exhibit and foster behaviors aligned with S.O.A.R (Safety, Ownership, Achievement, Respect) during school assemblies. We expect all students to support a positive, constructive spirit and sportsmanship during assemblies.

Heatherwood Hawks cheer and clap during competitive cheers and relays, but display quiet voices, are attentive and respectful when someone is talking on the microphone or when groups are performing.

Students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Students will use aisles to walk to and from their seating areas and follow staff directions during entry and exit. Failure to follow the above expectations may result in discipline.

ATTENDANCE

We believe good attendance is crucial to success in school; all Heatherwood students are expected to attend classes regularly. Student attendance will be monitored daily.

Policy

Per Everett Public Schools Policy 3122P, absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including but not limited to medical, counseling and dental appointments, family emergencies, religious and cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian, state-recognized search and rescue activities consistent with RCW 28A.225.055, absences directly related to the student’s homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per Policy 3122P, “The Principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.”

Absence Procedure

When students are absent from school, to be considered excused we expect a written note from a parent/guardian as soon as possible on the morning of the absence to verify the reason for the absence. Please use the attendance email: HeatherwoodMSattendance@everettsd.org and write a brief message including the following: student name, student number, date of absence, reason for absence, who is writing the email with the relation to the student, and a phone number where you can be reached. Emailing the school prior to 8:30am on the day of the absence prevents the school from calling the parent/guardian at home or work to verify the absence. If a parent/guardian receives a phone call reporting an unexcused absence or tardy please email the attendance secretary as soon as possible to provide the reason for the absence. If we do not receive an email, students may provide a note from a parent/guardian within twenty-four hours of returning to school. Per district policy noted earlier, an administrator will determine if the absence is excused.

When students are absent three or more days due to illness they are expected to return to school with a note from a doctor in order for the absences to be excused. According to state law, if students have 7 unexcused absences in a calendar month or 10 unexcused absences in one school year the school is required to file a BECCA petition with the juvenile court.

Tardy/Part-Day Absence

Per district policy, “Students are tardy if they arrive after the published start time or leave before the published end time for school or class.... At the secondary level, a student’s attendance will be recorded as a period absence if the student arrives 5 minutes or more late to class or leaves 5 minutes or more early.”

Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office, then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies. An unexcused tardy to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies.

Students who arrive late or tardy to classes during the school day will utilize our school tardy pass system, which provides notification to guardians. Tardy stations are located throughout the school and across from the main office. Students will be given information on this system at the start of the school year.

If students plan to leave school early, they must bring a note signed by a parent/guardian; this note should be brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student. Students are not permitted to leave school grounds at any time during the school day without permission from the Main Office.

Attendance Records

You may track attendance records via the Learning Management System (LMS) Website at <https://www.everettsd.org/grades-more>. You also may contact the Main Office at 425.385.6300.

BACKPACKS/BOOK BAGS

Backpacks and bookbags are essential for carrying and storing Chromebooks (1:1 devices), school supplies, and personal items from home to school. Backpacks and book bags, once in the classroom will be stored away in designated areas. During lunch and recess, students are responsible for the care and safekeeping of their backpacks/book bags.

We recommend with the volume of backpacks and bags that each student attach a name tag to their backpack/book bag for identification and security purposes.

BICYCLES

Bicycle racks are provided near entrances of the school and on the backside near the portables. **Park all bicycles in the designated area at your own risk, and please use a lock. No bikes or scooters are allowed in the building.**

When riding your bike keep on the designated bike trail and look both ways when crossing any intersections. **Please walk your bike once on campus.** Bicycle helmets must be worn to increase student safety.

BUS LOADING AREA/STUDENT DROP OFF

Parents that drop off students in the upper parking lot before school, please pull all the way forward to allow for maximum vehicle usage for the drop-off area. The ***lower parking area of the school is for bus drop off and pickup only.*** It is expected that students will board their buses immediately after school is dismissed.

If students are being dropped off at school by a parent/guardian, please use the designated drop-off upper parking lot area of the main building, and please remember that students should not be dropped off at school prior to 7:45 am.

BUS RIDING RULES

Bus riding rules and regulations will be distributed to students who ride the bus; please read the rules carefully as students will need to sign and date the rules as well as have a parent/guardian sign and date them. Please return signature pages to the Main Office as soon as possible. Consequences for receiving bus infractions and referrals may include parent/guardian contact, lunch detention, and both short/long-term bus or school suspension.

Students who want to ride home on another student's bus must bring a note signed by their parent/guardian to the Main Office by 1:00 pm to receive an official Heatherwood Bus Pass to give to the driver.

CELL PHONES & PERSONAL ELECTRONICS

Cell phones may be used before and after school **outside of the building. Upon entering the school and during the school day (7:45 am-2:50 pm), cell phones, wireless headphones, and other PEDs (personal electronic devices) must remain in students' backpacks (out of sight).** Students are welcome to use the school office phones to reach their parent/guardian when needed. Use of cell phones with cameras in restrooms and locker rooms is prohibited. Students should exercise prudence, caution, and sound judgment in their use of technology, on both school and PEDs.

Cell Phone Discipline Policy:

- First offense – student will turn their phone into the office for the remainder of the day.
- Second offense – student will be asked to contact a parent, and will turn their phone into the office for the remainder of the day.
- Third offense – student will turn their phone into the office for the remainder of the day, and a parent/guardian will be contacted to pick up the student's phone.
- Multiple offenses – student will turn their phone in to the office at the beginning of the day, and pick it up when school has ended.

COUNSELORS

Heatherwood counselors can help students resolve conflicts, assist students to develop study and social skills, and plan for the future; counselors are available to assist students with any concerns they feel may be affecting their academic success or personal growth. To meet with a counselor students must make an appointment. Appointments can be made by filling out a "Request to See Counselor Form" online or in the Main Office.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

Incidents are situational and depending on the severity, consequences may vary. Heatherwood utilizes a progressive framework for consequences. As per the district Student Responsibilities and Rights Handbook (<https://www.everettsd.org/students/student-handbook>), exceptional misconduct may require a deviation from the standard discipline.

State law RCW 28A.600.020 gives schools the authority to ensure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.

We believe the relationship between student and teacher is crucial when implementing classroom management and discipline throughout the school. In addition, we also believe this relationship can be lost when a student is sent to the office to deal with normal classroom occurrences instead of working through a situation with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher, the student, and what is best to promote learning for all students.

HMS BELIEF SUMMARY:

- Students need an emotionally and physically safe environment.
- Students can learn self-discipline as part of the overall learning process.
- Staff, students, and parents can work together to create a positive learning environment.
- A critical step is to provide students with the opportunities and skills to make wise choices.

HMS STAFF RESPONSIBILITIES SUMMARY:

- Provide an emotionally and physically safe environment for students.
- Ensure that all students have rich opportunities to learn.
- Teach students expected behaviors.
- Actively communicate with parents.

HMS STUDENT BEHAVIOR EXPECTATIONS:

S.O.A.R

S-Safety: Students prioritize the safety and well-being of themselves and their peers by making thoughtful choices and following school rules.

O-Ownership: Students take responsibility for their actions, learning, and growth. They actively engage in their education and positively contribute to the classroom and school environment.

A-Achievement: Students strive for excellence in their academic endeavors. They set goals, work diligently, and celebrate their successes.

R-Respect: Students treat others with kindness, empathy, and considerations. They value diversity and demonstrate respect for classmates, teachers, staff, and the community.



Classroom Level Consequences:

Teachers will notify parents when a student's behavior has impacted the learning in the classroom.

Examples of classroom level consequences can include: verbal warning, seat change, lunch detention, after-school detention, and parent outreach.

Restoring Relationships:

Middle school is a time of rich opportunity to learn from problematic behaviors. Heatherwood Middle School is committed to the practices of restorative justice including student-to-student and teacher-to-student mediations.

Additional Discipline Consequences:

If a student's behavior warrants an Office Referral, administration may utilize one of the following interventions dependent on the situation:

- Parent Meeting, with students and their counselor, teachers, and administration.
- In School Interventions (e.g., Revoke privileges as needed, modify schedules, behavior plans, etc.)
- Lunch Detention
- After School Detention
- In School Suspension
- Further disciplinary actions including suspension and expulsion are subject to situation and school board policy.

DRESS CODE

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224. Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe could disrupt or interfere with the school environment, activities and/or the educational process.

Clothing and accessories that promotes, references, or depicts obscene, sexual, drug or alcohol related messages, or displays gang-related symbolism, will not be allowed. Clothing and accessories cannot create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, or overt gestures/threats of violence.

The above standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards may be asked to change and/or cover up and could be subject to progressive discipline.

 GUIDELINES FOR APPROPRIATE DRESS	
ITEM	HEATHERWOOD EXPECTATIONS
 SHIRTS & TOPS	• Must have straps • Fabric must not be transparent or see-through • Must fully cover undergarments
 PANTS, SHORTS & SKIRTS	• Fabric must not be transparent or see-through • Must fully cover undergarments
 FOOTWEAR	• Should provide adequate safety for the classroom activities • May not have wheels • No slippers
 ACCESSORIES	• No bandanas

PERSONAL ELECTRONIC DEVICES

All electronic communication devices (PEDs) brought on campus are done so at students' own risk. The following PEDs may be used by students for educational purposes only: iPads, Nooks, Kindles, e-readers, tablets, etc. We strictly adhere to the district's Technology Use procedure 3245P which states, "All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system." This means the use of district and personal electronic devices is for the advancement of learning only (for example, students reading their personal novel or silent reading assignment on an e-reader). There will be no use or accessing of video games, video streaming, etc. on personal or district devices. These rules are applied to all areas: classrooms, lunchroom, hallways, the library, the gym, and bathrooms.

EMERGENCY CONTACT INFORMATION

Please inform the office of any changes to students' emergency phone numbers and addresses. It is very important that school staff always know how to reach parents/guardians and the people they have designated as alternate contacts. Only those listed on the emergency list will be allowed to pick up students. All information should be updated at the start of the school year.

GRADING/PROGRESS REPORTS

At the end of each semester grades will be given to students; progress reports will be sent home two times a year, both at the mid-term. School staff members post their classroom grades online for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. For further direction please visit <https://lms.everettsd.org>.

HALL PASS/HALLWAYS

Students in the hallways during class time must have an approved hall pass and show it to staff when requested. Students will request a hall pass online in class, and then take the physical pass with them. During lunch, students who need to make up work or a test in a classroom must have a written pass from a teacher.

With regard to passing in the hallways, the hallways can be crowded in between classes. While traveling in the hallways the following guidelines should be followed:

- keep to the right,
- refrain from stopping and talking to friends in the middle of the hall
- refrain from blocking hallways or doors,
- always walk
- respect the property and personal space of others,
- keep hands and feet to self, and
- speak at a low volume.
- ***Please do not wait for friends in hallways*** as it unnecessarily adds to the congestion.



HARASSMENT

(Everett Public Schools Policy 3205)

I. Statement of Policy

It is the policy of Everett School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, color, religion, creed, sex, national origin, sexual orientation, or disability. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

The district will not tolerate any form of harassment as defined by this policy. It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to the building Title IX officer, a building administrator, the district Title IX officer, or the executive director of human resources.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in harassment.

II. Harassment Defined

Generally, prohibited harassment is conduct or communication that is directed against an individual based on the individual's protected status or characteristic if the conduct

(1) is unwelcome;

- (2) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; and**
- (3) is sufficiently severe or pervasive to substantially interfere with a student's education.**

III. Complaints

A. Receipt of Complaints

The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX officer in accordance with Procedure 3205P. Complaints shall be handled in the manner specified in Procedure 3205P.

B. False Reports

It is a violation of this policy to knowingly report or corroborate false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

C. Non-retaliation

Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify one of the persons designated in Procedure 3205P for the receipt of complaints.

D. Confidentiality

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

IV. Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute child abuse under Washington State's criminal statutes.

Nothing in this policy will prohibit the district from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/Procedure 3421.)

V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian

Harassment of a student by a district staff member, volunteer, vendor, visitor, parent or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX officer and the executive director of human resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

VI. Corrective Actions

The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law ([RCW 28A.600.477](#)(5)(b)(i)) defines HIB as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in [RCW 28A.640.010](#) and [28A.642.010](#) (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student’s property;
- (B) Has the effect of substantially interfering with a student’s education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school.”

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

The HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report or complaint about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). However, no student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Dave Peters, dpeters@everettsd.org, 425-385-4063) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB [Incident Reporting Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences/discipline) that come from the HIB investigation findings by following the discipline appeal process in [Procedure 3300P](#).

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3204](#) and [Procedure 3204P](#).

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask your school for information on how to report it ([Procedure 4312P](#)).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student’s protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#), visit <https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189>.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment of Students [Policy 3205](#) and [Procedure 3205P](#), visit <https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189>.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

- **Concerns about discrimination:**

Title IX/Civil Rights Compliance Officer: Shawn Bryant, Director of Employee Relations, 425-385-4117, sbryant@everettsd.org, PO Box 2098, Everett WA 98213

- **Concerns about sex discrimination, including sexual harassment:**

Title IX/Civil Rights Compliance Officer: Shawn Bryant, Director Employee Relations, 425-385-4117 sbryant@everettsd.org, PO Box 2098, Everett WA 98213

- **Concerns about disability discrimination:**

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

- **Concerns about discrimination based on gender identity:**

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4137, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights compliance officer. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Compliance Officer will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Compliance Officer will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Compliance Officer will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision Pursuant to the applicable procedure. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important timelines, see the school district's Nondiscrimination [Procedure 3210P](#) and Sexual Harassment of Students [Procedure 3205P](#).

I already submitted a HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Compliance Officer. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) and the HIB [Procedure 3204P](#) to fully resolve your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#), visit <https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4137, jgrant@everettsd.org, PO Box 2098, Everett WA 98213.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under [RCW 28A.605.005](#), OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination ([RCWs 28A.640](#) and [28A.642](#))
- Harassment, intimidation, or bullying ([RCW 28A.600.477](#))
- Curriculum requirements and instructional materials policies ([RCWs 28A.150.230](#), [28A.300.475](#), [28A.320.170](#), [28A.320.230](#), and [28A.320.235](#))
- Use of restraint or isolation ([RCW 28A.600.485](#))
- Student discipline ([Chapter 28A.600 RCW](#))

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under [RCW 28A.605.005](#).

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: <mailto:OLA@k12.wa.us>

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: OCR@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [RCWs 28A.635.090](#) and [28A.635.100](#) makes those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. [Chapter 28A.635 RCW](#), et seq. covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

HEALTH ROOM

All injuries/illnesses should be reported to the office or to a staff member as soon as possible; unless an emergency, students must have a pass from a staff member to go to the Health Room, and must sign in at the main office. The Health Room is located near the Counseling Center. It is expected that if a student is injured/ill, parents/guardians will be contacted and if deemed necessary, arrangements will be made for the student to go home. Unless there is an emergency, students should not go to the Health Room between classes without a staff member's permission. Students who have a medical note due to a physical injury limiting movement or need for PE waiver, should bring the medical notes to the main office at the start of the school day.

HOMEWORK

Homework is an important extension of the learning that occurs during school each day. Students are expected to turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to school. To request missing work while absent, please call/email teachers directly. Please allow at least 24 hours for the collection of work and call the Main Office in advance before picking it up in order to ensure materials are ready for pickup. If unable to call/email teachers, please call the Main Office and a request will be made for you.

LIBRARY

The Heatherwood Middle School Library is open from 7:45 am-3:15 pm, but may be closed on occasion to accommodate guest speakers or teacher reservations. Just as students are accountable for all materials checked out at a public library, they are responsible for everything checked out in their name at Heatherwood. For students' own benefit, they should not let anyone check out a book in their name or borrow the materials they have checked out. Students are accountable for replacing lost/damaged materials at replacement cost; the average cost of a library book can run from \$20-\$100.

It is important to respect others' rights in the library. Students are welcome to use the library with teacher/staff permission as long as they do not disturb others. Food and drink are not allowed inside the library.

Guidelines for Borrowing Items:

- Students may check out up to three library items (this limit does not include textbooks).
- Students with overdue items will not be allowed to check out additional materials until all overdue items are returned.
- Items are checked out for a two-week period. Items can be renewed once.
- A full replacement cost is charged for lost items.

LOCKERS

Lockers will not be in use. All lockers remain the property of Everett Public Schools and they are subject to random inspections by Heatherwood administration at any time. Furthermore, if school personnel have reasonable suspicion that any locker may have contents that are against school rules, district policy, or state law, the locker in question can and will be searched by a school administrator. See Everett Public Schools Policy 3232 for more information.

LOST AND FOUND

The Lost and Found is located near the entry doors by the water fountain. Lost PE clothes are stored in the PE teacher offices. Smaller items such as glasses, cell phones, and wallets may be kept in the Main Office.

LUNCH PROCEDURES

Upon entering the cafeteria, students will enter in the lunch line to purchase a school lunch or have a seat in the designated areas in the cafeteria. As students finish eating lunch, they are to clean their lunch space and make sure the floor underneath their table is clean; all garbage should be thrown away. Students may use designated restrooms during lunch and break time.

In addition, students will be able to choose where they would like to go and eat their lunches. They have the option to stay inside the cafeteria or go outside after getting their lunch. Some students may choose to go to the library instead and eat their lunch (as library capacity allows). If students choose to go outside for break time they may not come back in until the bell rings.

MEDICATION AT SCHOOL

If medication is to be taken at school, a *Medication Authorization/Order* form (<https://everettsdorg-97-us-west1-01.preview.finalsitedn.com/student-health-services/school-health-forms#fs-panel-313801>) must be completed by a physician and a parent/guardian and returned to the Health Room. Students may not carry or self-administer any medication without completing the appropriate medication authorization form. Contact the Health room Assistant or School Nurse for more details and to obtain required forms, or consult Everett Public Schools Policy 3416.

PLAGIARISM

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing only a few words is considered plagiarism and it is strictly prohibited. Plagiarism will result in disciplinary action which may include an impacted grade/credit, after-school detention, and in-school or out-of-school suspension.

PROHIBITED ITEMS

The following items are not necessary for academics, they are potentially damaging to our facilities, they are a nuisance, unsafe, or illegal, and/or they are a potential threat to substantially disrupt the learning environment at our school. The following items are not allowed:

- Aerosol products/Sprays
- Stink bombs
- Toys
- Wheelie-type shoes
- Large amounts of money
- Water pistols
- “Shocking” devices, i.e. “dog collar”.
- Laser pointers
- Balloons
- Fireworks/Firecrackers
- Lighters/matches
- Pets/Animals
- Items intended for sale or exchange
- Alcohol/Tobacco/Drugs and related paraphernalia

Students in possession of these items, or any other item that potentially could interfere with the safe and orderly operation of school, are subject to disciplinary consequences, and the items will be confiscated.

PUBLIC DISPLAYS OF AFFECTION

No inappropriate public display of affection is allowed on school campus, including at after school and evening activities. Students are expected to exercise self-control and respect for others. Behaviors considered inappropriate displays of affection include kissing, arms around shoulders, hands on private parts, extended or “hanging” hugs, and arms around waists; these behaviors are not allowed. Students failing to respect this policy are subject to progressive disciplinary consequences.

SEARCHES

We respect students’ rights and privacy and we have policies and procedures that govern searches. From time to time it becomes necessary for us to conduct a search. ***Per Everett Public Schools Policy 3231, “All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and a student's possessions are subject to search by the principal, assistant principal, or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules governing student conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm.”***

Per Everett Public Schools Policy 3232, ***students and parents/guardians should know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.***

SNOW/EMERGENCY SCHEDULE CHANGES

In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the FlashAlert website (<https://flashalert.net/id/EverettPublicSchools>), parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at <https://www.everettsd.org/>; they also can be accessed on the district’s information line at 425.385.4636. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit <https://www.everettsd.org/communications/emergency-closures-and-late-start>.

When students are at school and there is snow and ice on the grounds, throwing of snowballs or other forms of ice is strictly forbidden.

SOCIAL SERVICES

Need help? The Counseling Office has a complete listing of community resources and private practice professionals. A sampling is listed below. Please contact your counselor for additional support.

Resource	What They Help With	Contact
Emergency	Immediate danger or medical emergency	911
988 Suicide & Crisis Lifeline	Mental health crisis, suicidal thoughts, or emotional distress	Call or Text 988
Teen Link	Teen peer support and help finding resources	Call or Text 1-866-833-6546
Compass Health	Mental health counseling and behavioral health services	425-349-8200
Providence Intervention Center for Assault & Abuse	Sexual assault support, advocacy, and crisis intervention	425-252-4800
Washington Recovery Helpline	Substance use, addiction, and treatment referrals	866-789-1511
Child Abuse & Neglect Hotline	Report suspected child abuse or neglect	1-866-ENDHARM (1-866-363-4276)
National Runaway Safeline	Support for runaway, homeless, or at-risk youth	1-800-RUNAWAY (1-800-786-2929)
Washington State Domestic Violence Hotline	Support for domestic violence and family safety	1-800-562-6025
SafeSchools Alert	Report bullying, threats, self-harm concerns, or other school safety issues	855-637-2095

*This resource list is intended for students, families, and staff. For life-threatening emergencies, call **911**. For any mental health crisis, call or text **988** for immediate support.*

SPORTS AND ACTIVITIES

Sports

Heatherwood students participate in the Sno-King Middle School League. There are four sports seasons available for all 7th and 8th grade students. It is possible for students in 6th grade to practice but not compete in Cross Country, Wrestling, and Track & Field. Students interested in participating must provide the appropriate forms verifying parent/guardian permission, medical insurance, and a physical examination; an ASB card and academic eligibility are also required. An athletic fee is charged for participation in athletics; the fee must be paid after students become eligible for the team (if tryouts are applicable) and before the first game or competition. Students in need may apply for a scholarship to waive the fee.

A current physical remains viable for two years. All forms must be completed and submitted online to FinalForms prior to the start of the first practice to ensure eligibility to participate.

Students shall be held responsible for compliance with school rules and Everett Public School policies during all after school activities. Non-compliance with these rules are subject to the same corrective action or discipline that is applied during the regular school program.

Heatherwood Middle School is a member of the Washington Interscholastic Activities Association (WIAA). While the WIAA is aware of the important role that interscholastic athletics play in the development of students, the WIAA member schools also are committed to the philosophy that the primary purpose of our secondary schools should be to academically prepare students to become productive citizens upon graduation.

In order to qualify to turn out for athletics, students must pass a minimum of six classes in the previous semester. In order to maintain athletic eligibility during the athletic season, students shall maintain passing grades in all classes. In addition, there are attendance and behavioral requirements with regard to participation in practices, games, and competitions. More information can be found in the Everett Public School Athletic Code of Conduct available online at <https://www.everettsd.org/athletics>, and in the Main Office.

For more information regarding individual sports teams, please visit our Heatherwood Middle School website under “Students” – “Athletics”.

Activities

Involvement in school activities is a strong predictor of student success. Because of the participation and enthusiasm of our student body and staff, Heatherwood has outstanding school spirit. Students will gain much in terms of school pride if they get involved in school activities.

Club offerings are presented in September via weekly announcements and begin meeting in early fall. Clubs meet on Tuesdays and Thursdays after school throughout the year, with an activity bus available on those days departing at 4:00pm. Students must arrive at their club location no later than 3:00pm.



STUDENT SUCCESS TIME

Student Success Time is an opportunity for students to receive help with homework and have a quiet place to work. Students may be required to attend Student Success Time as an academic intervention and parents/guardians will be notified of this expectation. Student Success Time is offered on selected days after school from 2:50-4:00 pm at Heatherwood Middle School. Students may only attend Student Success Time if they are “signed up” by a teacher or staff member. Failure to follow school expectations during Student Success time could result in a parent/guardian being contacted for early pickup.

Additional guidelines are as follows:

- Students should use the restroom before going to Student Success Time.
- Students must enter Student Success Time no later than 3:00pm. Late students will not be admitted unless they have a note from a staff member or they are escorted by one.
- When signing in, students will print their names clearly on the daily sign-in sheet and list the specific assignments they will work on during Student Success Time.
- Students will work on assignments quietly. Each student must bring their own supplies needed to complete their assignments (e.g., pencil, glue, paper, markers). Each student is to bring enough work so that they are able to work the entire time. When finished students may read quietly. This is a learning time, not a time to visit with friends.
- All Student Success Time students will remain for the entire time unless a parent/guardian comes into the library to sign out the student.
- All other students will be picked up by a parent/guardian by 4:00 pm. If students are not picked up by 4:10, students are expected to ride the activity bus unless other transportation arrives prior to the bus' departure.

SUBSTITUTE TEACHERS/STAFF

We have guest substitute teachers/staff serving our students in the absence of their regular classroom teacher/staff member. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions toward guest teachers/staff are not tolerated and will result in discipline.

TECHNOLOGY

Technology Objectives

Heatherwood Middle School encourages the use of technology to help students meet standards for the 21st Century Learner, where learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge;
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge;
- Share knowledge, and participate ethically and productively as members of our democratic society;
- Pursue personal and aesthetic growth (ALA Standards for the 21st Century Learner)

Technology Guidelines

Technology at Heatherwood is to be used to support the above learning objectives. Heatherwood students will follow the guidelines outlined in the sections *Acceptable Use Guidelines* and *Appropriate Use* set forth by district policy 3245P. As stated in the policy, "technology" includes but is not limited to: computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic devices (PEDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Heatherwood:

- All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
- All users of technology shall comply with current copyright laws.
- Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. No user may disclose, use or disseminate any personally identifiable information about others without authorization.
- System log-ins or accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their system, computer or software passwords with others.
- Student use of electronic devices in the classroom will be managed by the classroom teacher. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft, damage or destruction of devices brought onto school property or to school-sponsored or school-related events or activities. An electronic device shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
- Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos or recordings of others without their permission.
- In addition, students should not:
 - Change the settings on the desktop of a computer or device.
 - Print items without permission.
 - Download/load software to a school computer/device.

Student use of electronic devices should be purposeful, as outlined in the "Beyond Screen Time" resource.

BEYOND SCREEN TIME

Focus on Purpose, Not Just Minutes

Screens are tools. They can help children connect, relax, learn, create, and solve problems.

The most important question isn't "How much screen time?"

It's "What is my child doing with technology?"

AAP GUIDANCE: BEYOND SCREEN TIME

The American Academy of Pediatrics recommends families look at:

- ✓ **Content:** What is being used?
- ✓ **Child:** Age, needs & maturity
- ✓ **Context:** Who, where & why?
- ✓ **Purpose:** What is the goal?



	COMMUNICATION Connecting with others, sharing ideas, and staying in touch	ENTERTAINMENT Enjoying media for fun, relaxation, and play	EDUCATION Building knowledge, practicing skills, and exploring new ideas	AI (ARTIFICIAL INTELLIGENCE) Using AI tools thoughtfully to enhance learning, creativity, and problem solving
CONSUME Take in information or experiences	- Read messages and texts - Watch a live stream or story - Follow friends or creators - Listen to podcasts - Listen to other perspectives	- Watch movies or shows - Scroll social media - Play repetitive games - Listen to music - Watch funny videos	- Watch lessons or tutorials - Read articles or e-books - Listen to audiobooks - Practice skills or drills - Review examples	- Ask AI to explain a concept - Get a summary of a topic - Translate or clarify information - Find examples or definitions - Explore ideas and possibilities
CREATE Make something new	- Send a voice or video message - Create a post or story - Start or participate in a group chat - Share ideas and feedback	- Build in Minecraft® or Roblox® - Create art, music, or dance videos - Edit videos or photos - Design game levels - Make playlists	- Write stories or essays - Make presentations - Record podcasts or explainers - Create infographics or digital projects	- Use AI to brainstorm ideas - Draft and edit writing - Generate images or slides - Get feedback on your work - Support learning with AI tools
CONTRIBUTE Use skills and ideas to make an impact	- Organize a class or community project - Raise awareness for an important issue - Collaborate to solve a problem - Mentor or support others online	- Design and share a video game - Create mods or new content - Start a YouTube channel or podcast - Share creations and inspire others	- Solve real-world problems - Code apps or robots - Do research and publish findings - Build solutions that help others	- Use AI to design solutions - Analyze data and predict outcomes - Build prototypes or products - Innovate and make an impact with AI tools responsibly

BALANCE MATTERS

Balance screen time with:

- ✓ Sleep
- ✓ Physical activity
- ✓ Face-to-face time
- ✓ Offline interests

QUESTIONS TO GUIDE GREAT SCREEN EXPERIENCES

Is my child connecting with others in positive ways?

Is my child creating something original?

Is my child contributing or making a difference?

Is my child learning something meaningful?

Is the experience safe, age-appropriate, and aligned with our family values?

TALK. PLAN. ADJUST. TOGETHER.

Talk with your child about their screen experiences. Co-create a plan that works for your family. Revisit and adjust as they grow.

Our school district is committed to purposeful, balanced, and innovative use of technology that empowers every learner to thrive.

Great choices today. Bright futures tomorrow.

VISITORS

We encourage all of our students' parents/guardians to take an active role in their student's education by visiting the school. We ask that all parents/guardians contact their student's teachers in advance to schedule a visit. Upon arrival, all visitors first must report to the main office to sign in with appropriate identification to receive a visitor badge that must be worn at all times. Student visitors are not allowed.

VOLUNTEERS

Volunteers serve a vital role and provide important support to our school community; volunteers also improve students' lives by being exemplary role models. All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer. Volunteer forms are available online at <https://www.everettsd.org/families/volunteer>.

WEAPONS

Students in possession of any item that reasonably can be considered a weapon are subject to discipline; this expectation also applies not just to the items themselves, but also to their depictions or representations. These items may include but are not limited to laser pens and pointers, electric shocker pens or devices, scissors, rubber bands, utility knives, kitchen knives, pocket knives, firearms, and martial arts weapons.

As described in Everett Public School Policy 3240, “Firearms, ammunition and dangerous weapons are not permitted. Students carrying or possessing a firearm or dangerous weapon shall be expelled for a period of not less than one (1) year. Appropriate law enforcement agencies will be contacted if there are violations of the firearms/dangerous weapons statute.”

Due to the risk of injury caused by laser pens and pointers, these items can be classified as weapons. Students in possession of a laser device could be suspended from school.

PLEASE NOTE:

The student handbook is meant as a guide. For additional information and clarification, please consult a school administrator, or the Everett Public Schools Student Responsibility and Rights Handbook. It is available for download at: <https://www.everettsd.org/students/student-handbook>.